GEORGIA DEPARTMENT OF LABOR SEMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

Application	Number
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APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: January 12, 1982 82 DOL- 4	Date Received Application No. Date Completed
	JAN 2 2 1982 77-218-A JAN 2 7 1982
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Record Series Title: Interstate Unemployment Insurance Claim Files (77-218A)	Person to Contact: Lawrence Lee
Item number to be amended: 12	Telephone No. 656-3195
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Reads as follows: When benefit year ends, cut off at end of files area 1 year; then transfer to State Records Co	
Amended to read: When benefit year ends, cut off at end to State Records Center; hold three (3) years; then	
Reason for change: To save money and to adjust to lack o	f space in Health building.
AUTHORITY:	- 111-les
Division Director/Designee Amount 16 P/1/3	Date //3/87
Records Management Officer IRM&CL: M MMARY	Date//2/84
ESA Director: AUGOV 32072	Date
State Auditor/Designee:	Date_ 1-26-8-
Secretary Frate/Designee: Carrell Hart	Date 1-25-82
Attorney General/Designee:	Date 121-62
ETATE WITT	ESA-143 (3/80)



AR-60-71; Rev. 76

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INSTRUCTIONS: Set Department of Archiv Attention: Scheduling	res and History, Records	1–1 for instructions on completing Management Division, 330 Capi	this form. Forward sitol Avenue, Atlanta,	igned original to Georgia, 30334,
FOR AGENCY USE	1. Agency Address Georgia Depart	The state of the s	FOR RECORDS	MANAGEMENT USE
Application Date		ment of Labor nsurance Division	Application Number	
June 13, 1978		ims - Room 178	77-2	18- H
Application Number	State Labor Bu	ilding	Date Received	Date Completed
	Atlanta, Ga.	30334	JUN 22 1978	JUL 1 2 1978
2. Person to Contact		Working Title		Telephone Number
Laurance W. Lee		Manager		656-3197
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a. 🗆 Establish Retention				
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7. Records Series Description

- If filing a regular Unemployment Insurance Claim may include: "Claim Record Card" form ESA-405 (R 4/76) which lists claimants name, employer, and base period wage record; "New/Additional Claim" form ESA-403 CC/D (R 9/75) which lists claimants name, employer, claimant's statement and examiner's decision; "Employment Security Agency Determination' form ESA-442 (R 4/76) which list claimants name, employer, and examiners determination; "Request for Wage Investigation" form ESA-409 (R 12/75) which lists claimants name, employer, and wages earned information; "Request for Wage and Separation Information' form ESA-404 (12/71) which lists claimants name, base period wages and reason for separation or nonpay status; "Initial Interstate Claim" form 1B-1 (R 12/74) which lists claimants name, identification information, and work record; "Continued Interstate Claim" form 1B-2 (R 9/72) which lists claimants name, claim for week indicated and amount; "Request for Transfer of Wages" form 1B-4 (Rev 11/71) which lists claimants name, requesting state information and reply, work history, and total base period wages; "Interstate Memorandum" form 1B-13 (R 1/60) which lists claimants name, and request and reply information between states.
- B. If filing a Transitional Period Claim also may include: "Request for Employer Wage and Separation Information" form TPC-1 (1/78) which lists claimants name, employer, wages earned and reason for separation; "Request for Employer Information on CETA Employees" form TPC 1A (1/78) which lists claimants name, and indicates the type of CETA employment; "Claimant's Certification of Wages" form TPC-2 (1/78) which lists claimants name, employer(s) and wages earned.
- C. If filing a Special Unemployment Assistance Claims also may include: "Initial Claim" form SUA-1 (R 1/77) which lists claimants name, employer, and wages earned; "Request for Employer Wage and Separation Information" form SUA-3 (R 1/77) which lists claimants name, employer, base period report fo wages, and reason for separation; "Claimants Certification of Wages" form SUA-2 (R 1/77) which lists claimants name, gross wages received, employer, and base period report of wages; and "Request for Re-Employment Status fo Non-Professional Employee"form SUA-3A (4/77) which lists claimants name and certification of job availability from employer.
- D. If filing an Unemployment Compensation for Federal Employees or Ex-Serviceman Claims also may include: "Request for information or Reconsideration of Federal Findings" form ES-934 (MA 8-33) (R 2/73) which lists claimants name, identification data, reason for request, and Federal agency reply; "Request for Separation Information for Additional Claim" form ES-931A (MA 8-35) (R 9/71) which lists claimants name, identification data, Federal agency reply and certification of report findings; "Request for Wage and Separation Information" form ES-931 (MA 8-36) (R 9/72) which lists claimants name, identification data, base period wages, and terminal annual leave and separation information.
- E. Files also may include various forms used by other States in processing claims and any correspondence to and from individual making claim.



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication/No. 76-RM-1 for instructions on completing this form. Forward signed original to - Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334 Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address : FOR RECORDS MANAGEMENT USE Georgia Department Of Labor Application Date Application Number Unemployment Insurance Division アアー218 June 13, 1977 Interstate Claims - Room 178 Date Received Application Number Date Completed State Labor Building JUL 20 1977 Atlanta, Georgia 30334 AUG 3 | 1977 / Working Title Telephone Number 2. Person to Contact Manager David M. Harper 656-3195 3. Action Requested b. Dispose of present accumulation, no further accumulation anticipated. __ Check One:
Change:
Supercede:
Void c. Amend Application No. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Interstate Unemployment Insurance Claim Files. Present 1974 . What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers, and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own ans when they comply with certian eligibility requirements of the law. The Interstate Claims Unit is responsible for administering payments under the Unemployment Claims, Unemployment Claims Federal Employee, and Unemployment Claims Ex-Serviceman Programs. The unit receives and processes claims for non-resident individuals but whose former employer is located within the State. The unit determines eligibility benefits, if any and reviews and processes certifications requiring benefit payments. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file: المجالية المحالية المستوارية المستوارية المستوارية المستوارية المستوارية المستوارية المستوارية المستوارية الم وقال المحالية المستوارية المستوارية المستوارية المستوارية المستوارية المستوارية المستوارية المستوارية المستوار Documents relating to: processing unemployment insurance benefit claims for non-resident individuals whose former employer is located within the State of Georgia Included are: See attached. File is arranged: numerically by last four digits of social security number. How often are records referred to which are: 8. Monthly Reference Rate ; Seven to twelve months old 50; Thirteen to twenty-four months old 25 One to six months old 100 twenty-five months and older 10 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Control : Control :

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11. Retention Requirements	· · · · · · · · · · · · · · · · · · ·	res the series to be kept:	
a. State Law	years.	d. Audit period	years_
b. Statute of limitation	years.	e. Administrative need	years.
c. Federal law	years.	f. Federal retention instructions	years.
			- 1 · · · · · · · · · · · · · · · · · ·
Attach copy or excert of la	ws or regulations. Explain admi	inistrative need. A holy of the working and asset	
Part 5 of the Employ	ment Security Manual S	ection 9193	· · · · · · · · · · · · · · · · · · ·
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12. Approved Disposition Instr		nends that the file series be cut off at the end of each:	
The fair within a ten to the first	☐ Calendar Year: [Fiscal Year: 13 Other	then,
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	g area; holdyear(s)		
C Transfer to State Record	ds Center; holdyea	arlel · then	
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☑ Other (Specify)			
		inactive	
When benefit ye	ar ends, place in inac	tive file; cut off file end of each cal	endar year;
•	: files area I year; th	en transfer to State Records Center; ho	ta 5 lears,
then destroy.			
,T19, T, 15, 27, 15, 17, 17, 17, 17, 17, 17, 17, 17, 17, 17		January Ca	
		Control Bandon Control CINT	
These instructions apply to	all prior and future accumulation	ons of the series.	
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Agency Designee Signat	Date	Records Management Officer (Signature)	Date
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- Com	7-19-77	Lan (Iland)	7-19-77
		State Records Committee (Signature)	Date
Recommendations in para-			
graph 12 are approved.	State Auditor/Designee	I had	1-16-7-
(If disapproved, attach letter	CIA		
of explanation.)	Secretary of State/Designee	Carroll Hart	8-12-77
		MARI	
	Attorney General/Designee		822.77
AR-50-71; Rev. 76		Reverse Side)	

7. Records Series Description

Included maybe "Claim Record Card" form ESA-405 (R 4/76) which lists claimants name, employer, and base period wage record; "New/Additional Claim" form ESA-403 CC/D (R 9/75) which lists claimants name, employer, claimant's statement and examiner's decision; "Employment Security Agency Determination" form ESA-442 (R 4/76) which lists claimants name, employer, and examiners determination; "Request for Wage Investigation" form ESA-409 (R 12/75) which lists claimants name, employer, and wages earned information; "Request for Wage and Separation Information" form ESA-404 (12/71) which lists claimants name, base period eages, and reason for separation or nonpay status; "Initial Interstate Claim" form lB-1 (R 12/74) which lists claimants name, identification information, and work record; "Continued Interstate Claim" form 1B-2 (R 9/72) which lists claimants name, claim for week indicated and amount; "Request for Transfer of Wages" form 1B-4 (Rev 11/71) which lists claimants name, requesting state information and reply, work history, and total base period wages; "Interstate Memorandum" form 1B-13 (R 1/60) which lists claimants name, and request and reply information between States. If filing for special unemployment assistance: "Initial Claim" form SUA-1 (R 1/77) which lists claimants name, employer, and wages earned; "Request for Employer Wage and Separation Information" form SUA-3 (R 1/77) which lists claimants name, employer, base period report of wages, and reason for separation; "Claimants Certification of Wages" form SUA-2 (R 1/77) which lists claimants name, gross wages received, employer, and base period report of wages; and "Request for Re-Employment Status of Non-Professional Employee" form SUA-3A (4/77) which lists claimants name and certification of job availability from employer. If Federal employee: "Request for Information or Reconsideration of Federal Findings" form ES-934 (MA 8-33) (R 2/73) which lists claimants name, identification data, reason for request, and Federal agency reply; "Request for Separation Information for Additional Claim" for ES-931A (MA 8-35) (R 9/71) which lists claimants name, identification data, Federal agency reply and certification of report findings; "Request for Wage and Separation Information" form ES-931 (MA 8-36) (R 9/72) which lists claimants name, identification data, base period wages, and terminal annual leave and separation information. File also may include various forms used by other States in processing claims and any correspondence to and from individual making claim.



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Georgia Department Of Labor Application Date Application Number Unemployment Insurance Division ファー218 June 13, 1977 Interstate Claims - Room 178 Date Completed Application Number Date Received State Labor Building JUL 2 0 1977 AUG 3 1 1977 Atlanta, Georgia 30334 2. Person to Contact Working Title Telephone Number Manager 656-3195 David M. Harper 3. Action Requested a. 🖫 Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c.

Check One:
Change;
Supercede;
Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Interstate Unemployment Insurance Claim Files. Present 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers, and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own ans when they comply with certian eligibility requirements of the law. The Interstate Claims Unit is responsible for administering payments under the Unemployment CTaims, Unemployment Claims Federal Employee, and Unemployment Claims Ex-Serviceman Programs. The unit receives and processes claims for non-resident individuals but whose former employer is located within the State. The unit determines eligibility benefits, if any and reviews and processes certifications requiring benefit payments. 7. Record Series Description ... This file contains the following documents (include form numbers and titles, if any): . __ Attach samples of the file. Documents relating to: processing unemployment insurance benefit claims for non-resident individuals whose former employer is located within the State of Georgia, Included are: See attached. File is arranged: numerically by last four digits of social security number 8. Monthly Reference Rate How often are records referred to which are: One to six months old 100 ; Seven to twelve months old 50; Thirteen to twenty-four months old 25; twenty-five months and older 10 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Contact Con

YES NO	10, Questionnaire	(Place an "X	in the proper a		·		· Or white the same of the sam
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X	d. Does this series	~~~~~~	or long term rese	arch value?		.1	
	e. When one or tv	vo documents i	n the file make it	necessary to keep to	he entire file for a l	ong period, could	these
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c. Fede	eral law	3	years.	f. Federa	I retention instruct	ions	years.
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Attach	copy or excert of la	ws or regulatio	ns. Explain admi	nistrative need.			
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Part 5	of the Employ	ment Secur	ity Manual S	ection 9193			
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